

CITY OF HELENA



Position Title: Plans Examiner

Department: Community Development

Position #: 13615

Grade: 144

EEO Category: (5) Para-Professional

FLSA: Non-exempt

EEO Function: (15) Other

Work Comp Code: 8743

DEFINITION

Performs a variety of routine and complex technical work in the review and approval of building plans.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Plans Examiner

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties; Answers questions regarding building codes and requirements for the public.

Examines assigned building projects including all types of residential or commercial structures to determine compliance with code requirements and related city regulations.

Reviews and evaluates proposed building plans, specifications and related documents to insure that proposed construction complies with building, electrical, plumbing, mechanical, and energy codes, and with fire, environmental, flood hazard, barrier free requirements, landscape and site preparation standards, regulations or ordinances.

Applies valuations and permit costs for new projects based on codes, regulations and policies.

Performs review activities in coordination with goals and objectives as established by position supervisor and with division staff, associated city staff – notably City Public Works and Engineering, Planning and Fire.

Maintains complete and accurate records of approved plans and chronology of the review process.

PERIPHERAL DUTIES:

May be called upon to perform the duties of a building, mechanical, plumbing, or electrical inspector, as qualified, when and if required.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of the International Building Codes, National Electrical Code, Uniform Plumbing Code, International Mechanical Code and other general construction codes.

Working knowledge of construction, carpentry, electrical, cement, mechanical, or plumbing work, and skill in applying knowledge of building codes, zoning and land use regulations.

Skill to:

Skill in the operation of personal computer, including word processing and permitting software; calculator; copy machine; phone; drafting equipment.

Ability to:

Establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public, and to maintain a customer service oriented approach to the work;

Read and understand complicated plans and blueprints;

Communicate effectively orally and in writing.

Physical Demands /Work Environment

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift up to 25 lbs. Ability to travel to different sites and locations. General office environment with some outdoor exposure to cold, heat, noise, outdoors, mechanical hazards, and electrical hazards.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training:

A bachelor or advanced degree in structural, civil or related architectural or engineering discipline

Experience:

Four years of progressively more responsible work experience performing plan review functions for a code compliance regulatory agency;

Certification by a recognized professional association as a plans examiner or building inspector ;

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: May 2005

Updated: November, 2008